

RANGS Reference	
Date of Last Review	March 2019
Ratified by the Board	
Owner	Headmaster

## TRANSPORTATION OF STUDENTS BETWEEN CAMPUS POLICY

### 1.1 Scope

This policy relates to all students travelling between each campus.

### 2. Mode of Transport

- 2.1 All students are to travel via bus between the campuses.
- 2.2. Buses used will be validly registered and roadworthy as assessed by Roads and Maritime Services NSW according to the Road Transport (Vehicle Registration) Regulation 2017
- 2.3 The buses used will be registered to Scots All Saints College
- 2.4 In the instance of unavailability of buses SASC will rent appropriate vehicles also complying with point 2.2
- 2.5 Students are to sit in prescribed seating and use supplied seatbelts.
- 2.6. Notwithstanding 2.1 students may opt to travel by private transport to the alternate campus prior to period 1 and after period 6, but not between the two campuses at other times. Students must inform the college of intention to travel privately prior to the day of travel so that attendance can be appropriately monitored. Permanent arrangements may be entered into through communication with the Student Liaison Officer (see section 5).
- 2.7 All buses used for transportation will be supplied with a First Aid Kit.

### 3. Drivers

- 3.1 All drivers of buses transporting school students must have the relevant drivers licence for the vehicle being used
- 3.2 All drivers will be school employees of SASC with a valid WWCC and Child protection training and First Aid Training, registered by the school in accordance with child protection policies
- 3.3 The Headmaster will confirm with SASC that all drivers employed by the school meet the criteria set out in 3.1 and 3.2
- 3.4 The driver will carry a phone to use in emergencies, but must not use the phone while driving.

### 4. Time of Travel

- 4.1 It is the responsibility of students and parents or other responsible carers for the student to be at the college on time in the morning if taking buses to the other campus.
- 4.3 Expected Variation to schedule.  
Any known variation to schedule will be communicated to students prior to the day of travel.
- 4.4 Unexpected Variation to schedule.  
Any unforeseen variations will be communicated directly to classes with travelling students at both campuses.

5. Attendance and Roll Marking

5.1 SASC shall keep a combined register of students required to travel between campuses, which shall detail the days, time and direction of travel of all students. (See appendix 1)

5.2 The drivers shall be provided with this register to check off each day prior to departure.

5.3 The SASC School Liaison Officer and/or Head of Campus will advise drivers and the corresponding school if students are absent or on excursion.

5.4 The Head of Campus will be responsible for the oversight of the processes detailed in Section 5, and the maintenance of the Student Movements Register.

6. Completing Travel.

6.1 In afternoons, travel between campuses can potentially result in students not being able to utilise other public transport. To ameliorate this, students may request to be dropped off at another point along the route.

6.2 Any request for such variation must be made in writing, by parents or other responsible carers.

6.3 Requests are to be approved by the Head of Campus or Headmaster.

6.4 Drivers will be informed of any approved variations.

7. Accident or Mechanical Failure misadventure.

7.1 In the event of an accident the driver will, where possible, notify the Head of Campus and the Headmaster.

7.2 Drivers will, where possible, and appropriate administer first aid, and where appropriate and possible call for other emergency assistance.

7.3 In the event of mechanical failure or other unforeseen reason that transport cannot proceed, the driver will notify the Head of Campus and Headmaster so that both can make alternative arrangements.

7.4 The Head of Campus and Headmaster shall be responsible for contacting parents where appropriate to inform them of the misadventure.

**Policy Review**

**Last Reviewed: 12/03/2019**

**Approved by:**

**Renewal Date: 28/05/2019**

Appendix 1 Students Movement Register. See file [Student Movements.pdf](#)

<b>Related Policies &amp; Procedures</b>	<b>Person Responsible</b>
Enrolment Policy	Headmaster
Child Protection Policy	Headmaster
Annual Information Update	Headmaster

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